



**MATTHEW BARRETT, Ed. D**  
Superintendent of Schools

**CYNTHIA A. LaROSA, Ph.D.**  
Assistant Superintendent

**ROSE E. EMMETT**  
Business Manager / Board Secretary

**MINUTES**  
**WORKPLACE SAFETY COMMITTEE MEETING**  
**January 8, 2025**

The regular monthly meeting of the Workplace Safety Committee was held on January 8, 2025, in the conference room of the District Office and via ZOOM.

The following TEN members participated: Carrie Williams, Megan Robinson, Brian Seaman, Ron Franks, Naomi Spewak (via ZOOM), Stephen Mackle, Susan Pauler, Shanequa Moser, Mindy Maros (via ZOOM), and Denise Johnson (via ZOOM). Tara Morcom and Ellen Muller did not participate.

**Meeting**

The meeting was called to order by Carrie Williams at 10:03 a.m.

**Minutes**

A motion was made by Susan Pauler and seconded by Shanequa Moser to approve the minutes of the December 4, 2024 meeting. The motion carried.

**Old Business**

The clearing of entrances and lots on days with winter weather conditions will be an ongoing issue. It was decided that a message would be sent to employees by Ron Franks if there is a specific entrance the employees need to use upon arrival. Brian Seaman was going to help establish the email chain for him to use. It was noted by Sue Pauler that during the last weather event, Mr. Gregorski sent an email to his staff notifying them of which entrance had been cleared and should be used upon arrival.

**Report on Building Conditions**

RDW – Nothing reported

EGE - Nothing reported

MS – Mindy Maros reported that on December 23, 2024, a broken heating coil flooded the classroom located below. It was addressed by the custodial staff and the classroom was cleaned during the holiday break. Because of the heating issue, the students have been moved to a different room until it can be repaired.

HS – Ron Franks reported that he had an issue with closing a classroom door due to the holiday lights hung around it. This is a concern should there be an emergency event and the door would need to be secured quickly. It was suggested that a notice be sent out to all buildings that, moving forward, all decorations will need to be placed so that the doors can open/close freely.

Denise Johnson reported no other issues in the building.

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DO – Nothing reported

#### **New Business**

- Injury Reports – Megan Robinson reported that there was one report for the month which involved a broken chair. The incident was addressed, and a new chair was provided to the employee.
- Ron Franks brought up the issue of items being stored in the access hallway that runs from the HS to the MS. Although this hallway is not accessed daily by students, it does need to be free of obstacles in case of emergency situations and it needs to be used for evacuation purposes. Brian Seaman suggested that shelves could be placed in the MS gym closet (boys' side), and with organization, most of the items would fit in there. Ron Franks also noted that the old Trainor's room in the HS has been freed up and some items can be stored there. Mr. Gregorski, Mr. Jakes and Mr. Newcomer were going to be consulted and decide what is best to do.
- Stephen Mackle reported an issue on the Bus deck where the Vans are leaving the lot while students are unloading from the buses. It was decided that the vans should be held until all students have unloaded and entered the building. Mindy Maros was going to speak to someone on a.m. bus duty and have them stand at the front of the van line to hold them there.

#### **Future Meeting**

The next monthly meeting is scheduled for February 5, 2025, 10:00 a.m. In the event of inclement weather, the meeting will be held on the next business day or when school reopens.

#### **Adjournment**

Ron Franks moved to adjourn the meeting and Mindy Maros seconded the motion at 10:26 a.m.

*/s/ Carrie Ann Williams*

Carrie Ann Williams  
Secretary/Chairperson  
Workplace Safety Committee

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